

ODP/LOG  
Date 4/15

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CLASS  
(FYI)

MEMORANDUM FOR: Deputy Director for Operations  
Inspector General  
General Counsel  
Director of Communications  
Director of Security  
Director of Finance  
Director of Data Processing  
Chief, Procurement Management Staff, S&T  
Chief, Planning, Management and Evaluation  
Staff, NFAC

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Distribution of Central Intelligence Agency  
Acquisition Handbook

(O/D document  
not a copy)

1. The new Central Intelligence Agency Acquisition Handbook will be issued in the near future. The handbook will be of interest to all personnel involved in the acquisition process. In order to determine the number of handbooks to reproduce, we need to know how many will be needed for distribution within your component. The handbook will be a controlled document, and distribution for change pages will be based upon the addresses for the original distribution.

2. Please provide Chief, Procurement Management Staff, OL, 2G31 [redacted], with the number of handbooks required and the mailing address of the control distribution points throughout your component.

/s/ James H. McDonald

James H. McDonald

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